

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Multi-Skilled Domestic
Position Number:	505878, 518715
Classification:	Health Services Officer Level 3
Award/Agreement:	Health and Human Services (Tasmanian State Service) Award
Group/Section:	Hospitals North/North West – Primary Health Services Deloraine Hospital
Position Type:	Permanent/Casual, Full Time/Part Time/Casual
Location:	North
Reports to:	Nurse Unit Manager - Deloraine Hospital
Effective Date:	September 2020
Check Type:	Annulled
Check Frequency:	Pre-employment

NB. The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

Primary Purpose:

The Multi-Skilled Domestic assists in:

- Food preparation and cleaning within the kitchen area and in maintaining a high standard of hygiene.
- The cleaning of allocated areas within the hospital in compliance with established standards and protocols.

Duties:

1. Clean and maintain all areas of the Hospital, including floors, bathrooms, toilets, and patient areas by dusting, vacuuming, washing, scrubbing, and spot cleaning as required.
2. Clean isolation areas.
3. Collect and remove domestic waste to appropriate areas.
4. Monitor and report to the Head Cook on the condition of equipment and appliances and document and report any unsafe equipment.

5. Assist when required with the cooking, setting up, serving, and delivery of patient meals.
6. Wash up crockery and cutlery.
7. Deliver morning and afternoon teas to patients as required.
8. Participate in staff development programs as required.
9. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.
10. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Key Accountabilities and Responsibilities:

The Multi-Skilled Domestic reports to the Nurse Unit Manager - Deloraine Hospital, with direction and supervision provided by the Head Cook. The occupant of this role is responsible for:

- Maintaining cleaning techniques associated with machinery, disinfectants and detergents, to comply with established hospital standards for accreditation.
- Contributing towards a safe working environment, attending training sessions as directed, and applying safe lifting techniques.
- Reporting unsafe practices that may endanger patients and staff of the hospital.
- Maintaining a high standard of hygiene, both personal and environmental.
- Championing a child safe culture that upholds the *National Principles for Child Safe Organisations*. The Department is committed to the safety, wellbeing, and empowerment of all children and young people, and expect all employees to actively participate in and contribute to our rights-based approach to care, including meeting all mandatory reporting obligations.
- Where applicable, exercising delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Complying at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.

Pre-employment Conditions:

It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

- I. Conviction checks in the following areas:
 - a. crimes of violence
 - b. sex related offences

- c. serious drug offences
 - d. crimes involving dishonesty
2. Identification check
 3. Disciplinary action in previous employment check.

Selection Criteria:

1. Knowledge of food safety, preparation and presentation, and an ability to understand and follow instructions in relation to the preparation of specific diets for patients diagnosed with diabetes or who, as part of their treatment, require low fat or low or no protein meals.
2. Demonstrated knowledge of cleaning procedures in a health related environment, including the use of cleaning and catering equipment, together with relevant experience.
3. Knowledge and understanding of workplace safety and quality improvement and the ability to apply the same to the workplace setting.
4. Sound interpersonal and communication skills, together with an understanding of the needs and comforts of clients utilising Hospital services and an understanding of the need for good public relations.
5. Ability to work in a team situation on a rostered basis.

Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department of Health is committed to improving the way we work with vulnerable people, in particular implementing strategies and actions to promote child safety and wellbeing, empower, and prevent harm to children and young people.

The Department upholds the *Australian Charter of Healthcare Rights* in our practice and is committed to the safeguarding and protection of the welfare and rights of all people, particularly those that may be at risk of abuse, neglect, or exploitation. We place emphasis on the provision of culturally safe, respectful, and inclusive care that is responsive to diverse needs.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles and Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles](#).